

~~Administrative - Internal Use Only~~

CHARTER

OFFICE OF RESEARCH AND DEVELOPMENT

CAREER SERVICE PANEL

1. GENERAL

This notice outlines the organization and general responsibilities of the Office of Research and Development Career Service Panel.

2. ORGANIZATION

a. The ORD Career Service Panel will consist of the following members:

- (1) Ex Officio Member Director
- (2) Permanent Members
 - (a) Chairman
(Deputy Director/ORD)
 - (b) Division Chiefs
 - (c) Such other permanent members as designated by the Director of Research and Development
- (3) Executive Secretary
Administrative Officer (nonvoting)
- (4) Recording Secretary (nonvoting)
- (5) Such other voting and nonvoting members as appointed by the D/ORD to serve on a nonpermanent basis.

3. RESPONSIBILITY

It will be the responsibility of the ORD Career Service Panel to advise the Director of Research and Development on career management matters, to monitor the application and

~~Administrative - Internal Use Only~~

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

functions of the CIA personnel program as it applies to personnel with "R" Career Designations, and to advise the Director on actions for other than "R" Career Service personnel. Some of these responsibilities and duties may be delegated to subpanels or committees by the CSP.

4. FUNCTIONS

a. The ORD Career Service Panel will develop and monitor a career management program for all personnel of the Office and advise the D/ORD in the following matters:

(1) Implementation of Agency and S&T Career Service Board personnel programs;

(2) The policies and procedures for office career development, position assignment, promotion and training;

(3) Other duties as directed by D/ORD.

b. The ORD Career Service Panel will conduct a competitive evaluation by rating and preparing a promotability list for all ORD personnel through GS-14, as required.

c. The ORD Career Service Panel will review and make recommendations to the D/ORD in the following areas:

(1) Requests for promotion to grades through GS-15 in accordance with

STAT

(2) Requests for all external training in excess of two weeks and costing \$500 or more;

(3) Requests for internal training of more than 160 hours;

(4) Recommendations regarding honorary, merit, and QSI awards;

(5) Recommendations regarding marginal professional employees.

5. PROCEDURES

a. Meetings will be held on the first Monday of each month and at the call of the chairman. A simple majority plus one, of the permanent members, will constitute a

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

quorum. The Chairman will designate a member to serve in his absence. The Chairman will ascertain the consensus of the Panel in resolving issues, approving actions, and making recommendations to D/ORD.

b. Passage of any item will require approval of the majority of the voting members. For assignment, advancement, and retention actions only the permanent members shall vote.

c. For a specific agenda item, a proxy, in writing, may be submitted to the Chairman prior to the meeting.

d. Minutes will be recorded. The minutes will identify each issue coming before the panel and will briefly summarize majority and minority views.

e. Minutes will be distributed "EYES ONLY" to CSP members for signature in time to be submitted to D/ORD within two weeks following the meeting.

23 JAN 1976

Date

STAT

Director of Research and Development